



**OFFICE OF THE CHIEF PROCUREMENT OFFICER
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO
744732

Chicago Press Corporation
1112 N Homan Ave
Chicago IL 60651

DATE
12/18/2015
F.O.B. POINT

PURCHASE ORDER NO.
193915 - 000- OP
REQUISITION NO.
00120953 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO Central Services - Offset Printshop
Ck Cty Government Facility Whse
2323 S Rockwell St 1st Flr
Chicago IL 60608

DELIVERY INSTRUCTIONS

Peter Gardenier / Lisa Blandi 773- 843-
6007 / 6010

DEPT NO

0110501

Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	As per contract No. 1581-15052 Printing of Handbooks Vendor will print the attached booklets meeting the following specifications. The County will provide the vendor a PDF of the booklet for printing 8 1/2 x 5 1/2 32 page + Cover Body: 20# white Bond Cover: White, minimal to be Perfect bound or tape bound Ink: Black The County will accept Tape Bound, and Perfect Binding. Ship in carton or boxes with quantity on each box.	30.00 M	295.0000	8,850.00	0110501.530705
2.00	Same as Above xxxxxxx Vendor must obtain approved copy of booklet BEFORE production. xxxxxxx Ship to Cook County Print Shop Peter Gardenier 2323 S. Rockwell, 1st floor Chicago, IL 60608 xxxxxxx THE COUNTY WILL NOT ACCEPT OVER RUNS OR UNDER RUNS FOR PRINTING. IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS xxxxxxx Vendor must adhere to the County's General Conditions attached hereto.	60.00 M	261.0000	15,660.00	0110501.530705
***** Total Order *****				24,510.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the
items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition
on file authorizing the expenditure and is properly approved.

CHIEF PROCUREMENT OFFICER

Date:

John P. M. 13 January 2016
OK

Report: R55REC2

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

193915

Requisition # **OR 120953** Contract # **1581-150532** Open Date

Ship To: 8000051 Central Services - Offset Prin
Ck Cty Government Facility Wms
2323 S Rockwell St 1st Flr
Chicago IL 60608
Delivery Instructions: Peter Gardener / Lisa Brandt
773-843-6007 / 8010
Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 299999 TEAM LEAD MAILBOX
Bid/Sale Src Code NCR
Business Unit 0110501
Internal Req Number 5011-0030
Board App Date & Item
Requisition Date 10/11/2015
Date Needed 10/1/2015

One Time Purchase Yes No Covers Need for months Specific Period of time thru Prior Contract No.

Expiration Date

Emergency No.

Line # Community Description

Bal on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

1,000 645

Emergency Printing of Innate

Handbooks as needed.

< >

1.00 LO

1,000.00

1.00

0110501.538705

Specifications:
Furnished PDF
8 1/2 x 5 1/2

32 page + Cover

Body: 20# white Bond

Cover: lightest possible to PB

1/1, Black

Presently the books are tape bound, but would accept Perfect Binding.

Ship in Carton boxes/Skid with quantity on each box.

Need Prices for the following Quantities of booklets include shipping.

Qty:

25,000

30,000

50,000

60,000

Vendor needs to send a sample copy of booklet and get the "OK" BEFORE

production starts.

Ship to Cook County Print Shop

Peter Gardener

2323 S. Rockwell, 1st floor

Chicago, IL 60608.

25,000

Total of Items Ordered

1.00

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU DEPARTMENT HEAD

ACCT #

DATE

BY

2015 OCT -31 PM 2:14